Alcatel OmniPCX Enterprise Alcatel 4038/4039/4068















User manual

Introduction

Thank you for choosing a telephone from the 4038/4039/4068 range manufactured by **Alcatel**. Your Alcatel 4038/4039/4068 digital terminal has a new ergonomic layout for more effective communication.

- A large graphic screen, in conjunction with various keys and the navigator, allows you to make calls, configure and program your telephone,
- a receiver that is pleasant to use: it fits nicely in the hand with a flexible grip section,
- communication is even more convenient using the audio keys (loudspeaker, hands free),
- using the convenient alphabetic keypad, you can call your correspondents by name.



How to use this guide

Actions Lift the receiver.

-

Hang up.

Keypad

Numeric keypad.

Alphabetic keypad.

Specific key on numeric keypad.

Navigator



Move the navigation key up, down, to the left or to the right.



To go back one level (press and release) or to return to the welcome page (press and hold); during a conversation, can be used to access the different pages (Menu, Perso, etc.) and to return to the telephone screens.

Display and display keys

Smith John

Partial view of display.



Display key.

Audio keys Loud



Adjustment "reduce".

Adjustment "increase".

Programmable keys and icons



Line key.



Icon corresponding to key.

Other fixed keys



MENU key.

Voice mail access key.

Other symbols used

Means that the function is accessible from the Menu page.

Perso Means that the function is accessible from the Perso page.

Info Means that the function is accessible from the Info page.

Means that the function is subject to programming. If necessary, contact your installer.

means that the function can be accessed by pressing a programmed key - see **Program the keys** for the **Perso page or the add-on module**.

These symbols can be supplemented by small icons or text.

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Getting to know your telephone



Audio keys



Hang-up key: to terminate a call.



Hands-free/Loudspeaker Key: to make or answer a call without lifting the receiver.



Lit in hands-free mode or headset mode (short press).

• Flashing in loudspeaker mode (long press).



- During a conversation: press this key so that your correspondent can no longer hear you.
- · Terminal idle: press this key to answer calls automatically without picking up the receiver.



To adjust the loudspeaker or handset volume up or down

Extension unit



An extension unit can be fitted to your telephone. This provides additional keys which can be configured as function keys, line keys, call keys etc.

To affix labels: push the holding strip of the unit backwards to you and lift it. Install the label under the keypad, in the housing designed for, and place the keypad back into position.

■ Display and display keys

Contains several lines and pages providing information on calls and the functions accessible via the 10 keys associated with the words on the

Transfer icon: pressing the key next to this icon allows you to program or change the transfer function. Headset connected.

Appointment programmed.

Silent mode activated.

Telephone locked.

Display keys: pressing a display key activates the function shown associated with it on the screen.

■ Navigation

OK

OK key: used to validate your choices and options while programming or configuring.



Left-right navigator: used to move from one page to another.

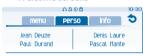


Up-down navigator: used to scroll through the content of a page.



Back/Exit key: to return to previous menu (short press) or return to first screen (long press); during a conversation, provides access to welcome screens (Menu, Info, ...) and to return to the conversation icon screens.

■ Welcome screens



Menu page: contains all functions and applications accessible via the keys associated with

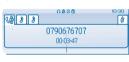
Perso page: contains call line keys (allowing supervision of calls) and programmable call

Info page: contains information on the telephone and the status of its functions: name, telephone number, number of messages, activation of transfer function, appointment reminder, etc.

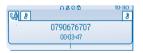
Call display



Incoming call.



Call in progress or outgoing call.



Call on hold*.





If you get two calls at the same time, you can switch from one call Left-right navigator: used to check calls. to the other by pressing the display key associated with each call.

Function keys and programmable keys





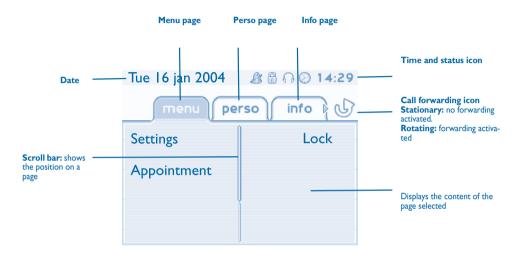
if the key flashes orange, a new voice message, a new text message or a call-back request has been received.

'Redial' key: to access the 'Redial' function.

Programmable key (FI and F2 keys): lit when the function associated with the key is activated.

1 Description of the screens

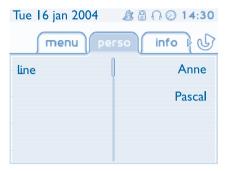
1.1 Welcome screens



Menu page: contains all functions and applications accessible via the keys associated with the words on the screen. From this page, it is possible to adjust the ringer volume and screen brightness, program the time of an appointment, lock the terminal, define the default page displayed, configure voice mail, and access telephone functions such as calling back one of the last 10 numbers or intercepting calls.



Perso page: contains call line keys (allowing supervision of calls) and programmable call keys. The up-down navigator is used to access all the direct call keys (apart from those displayed by default). Direct call keys are programmed or modified via the Information key.



Info page: contains information on the telephone and the status of its functions: name, telephone number, number of messages, activation of transfer function, appointment reminder, etc.





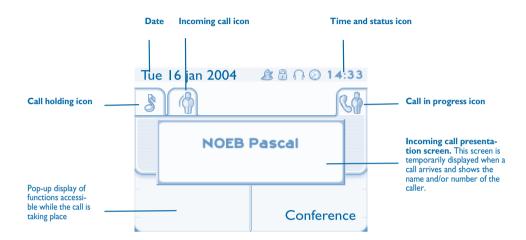
Left-right navigator: used to move from one page to another.



Up-down navigator: used to scroll through the content of a page.

Description of the screens

1.2 Call management screen





Each tab corresponds to a call, the status of which is symbolized by its icon (in progress, held, arrival of new call). When a call is in progress, use the left-right navigator to look at held or incoming calls.



Use the up-down navigator to display the functions accessible. These functions (transfer, conference, etc.) are directly related to the status of the call consulted. For example, the transfer function will not be available between a call in progress or a held call and an incoming call.



Back/Exit key:

used to switch from a telephone screen to an application screen. For example, can be used while a call is in progress to look up a number, program an appointment reminder, etc.

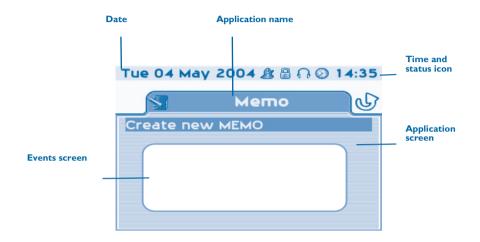


Calls can also be managed from the Perso page.

While the call is in progress, press the Back/Exit key and display the Perso page.

Calls in progress or waiting are displayed on the different line keys. It is then possible to converse with the caller of your choice by pressing the key associated with him.

1.3 Application screen



- Application screen: displays information relevant to programming or configuring the telephone.
- **Events screen:** displays events connected to the programming or configuration operations in progress, confirmation, rejection, error, etc.

Using your telephone

Making a call











the number for your call

required

receiver



hands free











number

required

programmed line key

correspondent's name

during a conversation



To make an external call, dial the outside line access code before dialling your correspondent's number. 9 is the default code for an outside line.



For the operator, dial '0' (by default).

If the internal or outside number does not reply:



broadcast a message on

the loudspeaker of the









request callback to a busy terminal

send a written message

free terminal







send a voice message

go to next screen

Receiving a call











lift the receiver

hands free

press the key next to the 'incoming call' icon

Using the telephone in 'Hands free' mode 2.3

Terminal idle:



Call in progress:

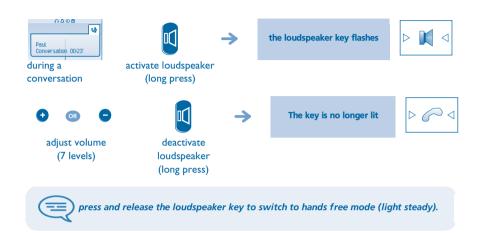




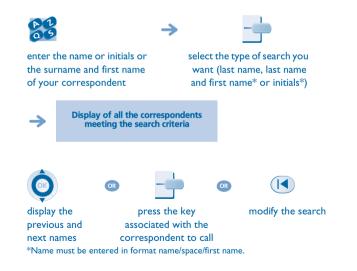
During a conversation, you can lift the receiver without terminating the call.

Using your telephone

Activating the loudspeaker during a conversation (receiver lifted) -Loudspeaker.



Calling your correspondent by name (company directory)



Make calls via your programmed call keys





access the 'Perso' page



find the correspondent you want to call from the programmed call keys



call the chosen correspondent

Calling from the common directory 2.7

Your terminal has access to a common directory of outside numbers.



directory number

caller

page

Redialling 2.8



Menu



Call back the last caller (whose call was not answered)



Using your telephone

2.10 Requesting automatic callback if internal number is busy



2.11 Answering an internal call in intercom mode

You can answer without lifting the receiver. When you receive an internal call, your telephone rings and you are connected directly in hands free mode. The screen shows the caller's identity.

• To activate - Terminal idle:





• To deactivate - Terminal idle:



2.12 Sending DTMF signals

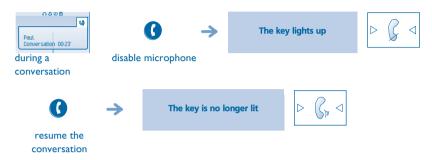
During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine.





2.13 Mute, so that your correspondent cannot hear you

You can hear your correspondent but he/she cannot hear you:



3 During a conversation

3.1 Making a second call during a conversation



Other methods for calling a second correspondent

506

Dial directly the number for your call.

PI OS Name of second correspondent.

- To access the 'Redial' function (short press).
- Call back on the last 10 number dialled (press and hold).





Programmed line key.

• To cancel your second call and recover the first:

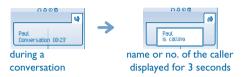




If you make an error, hang up: your telephone will ring and you will recover your first call.

3.2 Answering a second call during a conversation

A second correspondent is trying to call you:



Answer call displayed



icon is flashing

• To return to your first caller and end the conversation in progress:



3.3 Switching between calls (Broker call)

During a conversation, a second call is on hold. To accept the second call:



During a conversation

Transferring a call

• To transfer your call to another number:



• If the number receiving the transfer answers:



3.5

You can also transfer your call immediately, without waiting for the number to answer, using either of the two methods described



Three-way conference with internal and/or external correspondents (conference)

During a conversation, a second call is on hold:





Hang up on all correspondent (if conference is active):

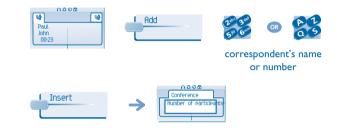


After the conference, to leave your two correspondents talking together:



Talk simultaneously to more than 2 correspondents 3.6

You are in a conference call with 2 correspondents. To add another correspondent to the conference:

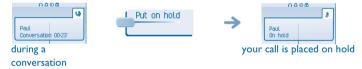


Placing a call on hold (hold) 3.7



• Exclusive hold:

During a conversation, you wish to place the call on hold and recover it later, on the same telephone.



• Recover the call on hold:



During a conversation

Common hold:

To recover your call on any telephone in your system:



Recover the call on hold from any telephone:



key associated with the 'incoming call' icon

.8 Placing an outside call on hold (parking)



call

Park/retrieve

You can place an outside call on hold and recover the call on another telephone:





conversation

A parking announcement message is displayed on the screen of the parking destination set.

• To recover the parked call:



Park/retrieve

To automatically take the parked call, pick up the handset of the parking destination set.





If the parked call is not recovered within a preset time (default value 1 min 30), it is transferred to the operator.

3.9 Intrusion into an internal conversation

Your correspondent's line is busy. If the number is not "protected" and if authorised, you can intrude into the call:



Intrusion

• Protection against intrusion:



Protection



press programmed

enter the number

key



3.10 Adjust audio volume

During a call, to adjust the volume level of the loudspeaker or receiver:



4 Sharing

4.1 Answering the general bell







When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:





4.2 Manager/secretary filtering





System configuration allows "manager/secretary" groups to be formed, so that the manager's calls can be directed to one or more secretaries.

From the manager's or secretary's telephone:





incoming calls are filtered by a chosen person (secretary, etc.)

press programmed key



same key to cancel



Filtering is indicated on the manager's telephone by the icon corresponding to the "filtering" programmed key.

4.3 Call pick-up





You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

• If the telephone ringing is in your own pick-up group:

Group call pick







reach the 'Menu'







• If the telephone ringing is not in your pick-up group:



Individual call









reach the 'Menu' page







number of telephone ringing



The system can be configured to prevent call pick-up on certain telephones.

4.4 Hunting groups

• Hunting group call:

Certain numbers can form a hunting group and can be called by dialling the group number.





Group No.

• Temporary exit from your hunting group:









reach the 'Menu'









your group number

Return into your group:



Go into hunting



Settings



reach the 'Menu'









your group number



Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.

4.5 Calling an internal correspondent on his/her pager



The number called does not answer and you know that the person called has a pager:









number called

number called



paging in progress is displayed



Your correspondent can answer from any telephone in the system.

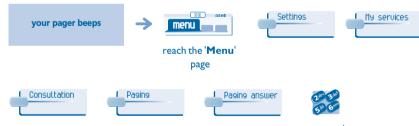
4.6 Answering a call on your pager







A call on your pager can be answered from any telephone within the system.



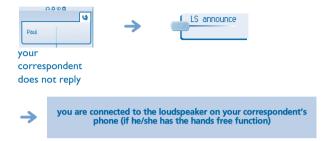
your extension number

Sharing

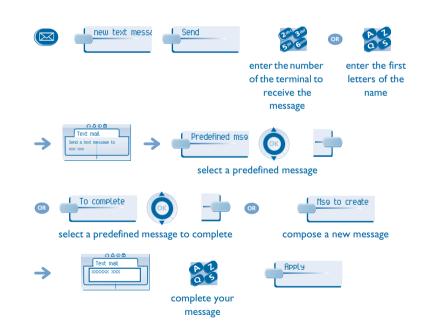
4.7 Calling a correspondent on his/her loudspeaker



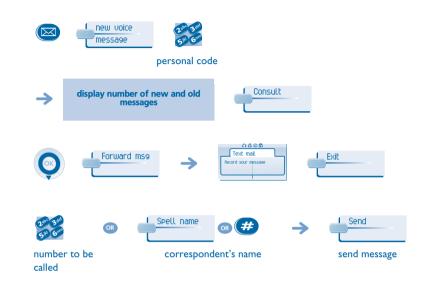
Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent's phone:



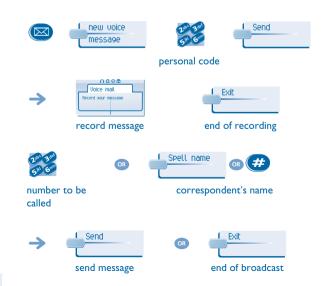
4.8 Sending a written message to an internal correspondent



4.9 Send a voice message copy



4.10 Sending a recorded message to a number / a distribution list



4.11 Broadcasting a message on the loudspeakers of a station group

A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:







speak, you have 20 seconds







number of broadcast group



The message will only be broadcast on terminals not in use and which have a loudspeaker.

5 Keep in touch

5.1 Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).





number to be called

diversion is acknowledged





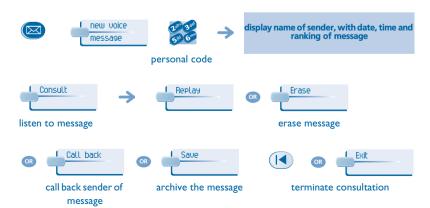
You can make calls, but only the destination number can call you.

5.2 Diverting your calls to your voice message service



5.3 When you return, consult recorded messages

The light indicates that messages have been received.









Callers will thus be able to contact you while you are moving around the company:



5.5 Forwarding your calls from the receiving terminal ("Follow me")





You wish to receive your calls in your present location:

Use the "Follow me" function.











your extension number





press programmed

key



number



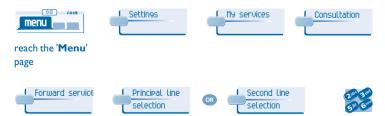
diversion is acknowledged

5.6 Applying a selective diversion





You can forward your primary number and your secondary number or numbers to different sets.



select the number to forward

number receiving diversion

Keep in touch

Menu

5.7 Cancelling all diversions

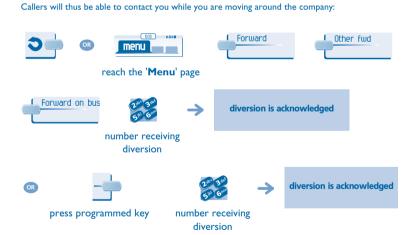


5.8 Cancelling a specific diversion

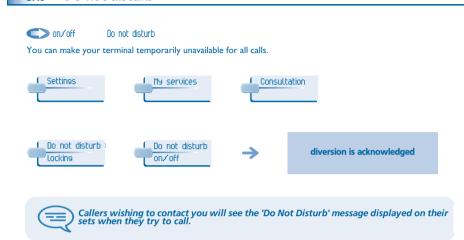
Forward on busy



5.9 Diverting calls when your line is busy (divert if busy)

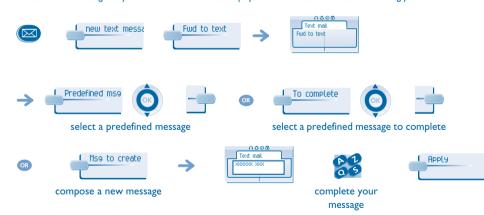


5.10 Do not disturb



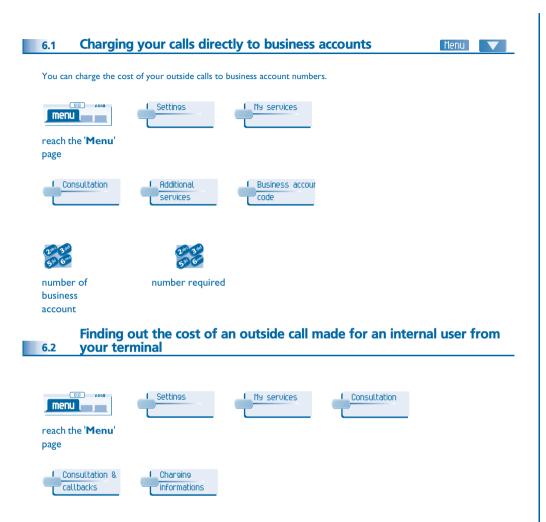
5.11 Leaving a recorded message for internal callers

You can leave a message on your terminal which will be displayed on the screen of the terminal calling you.



Consulting written messages 5.12 The light indicates that messages have been received. display name of sender, with date, time and ranking of message new text messa ■ Read message Recall ■ Next message call back sender of record message next message message Text answer answer with a text terminate consultation message

6 Managing your charges



Initializing your voice mailbox



enter your personal code then record your name according to voice guide instructions



Your personal code is used to access your voice mailbox and to lock your telephone.

Customising your voice greeting

Menu

You can replace the greeting message by a personal message.













personal code









end of recording



apply









Modify the password for your phone set

Menu









reach the 'Menu' page











old code (4 digits)

new code (4 digits)











password again to confirm



This password controls access to the programming and terminal locking functions by the user (default password: 0000).

Modify the password for your voice mailbox 7.4













personal code











new code (4 digits)



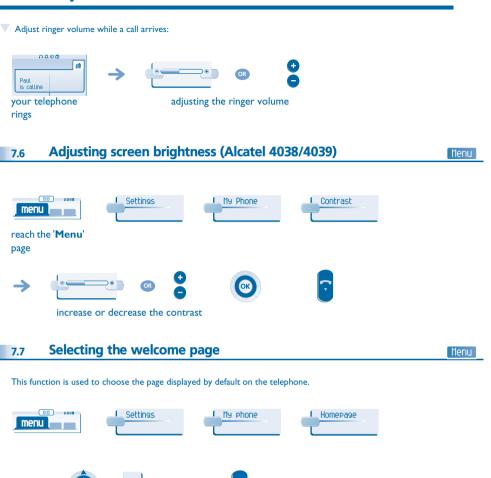
As long as your voice mailbox has not been initialized, personal code is 0000.

Menu

Adjusting the audio functions Ringing Settings menu reach the 'Menu' Choose the tune: select the melody of your choice (16 tunes) Adjusting the ringer volume: L Ringing Level select the volume of your choice: (12 levels) activate/deactivate silent mode: Silent mode to deactivate to activate Activate/disable meeting mode (progressive ringing): More options L ■ Progressive L ■ Progressive ringing ringing to deactivate to activate Activate/deactivate discreet ring mode: L ■ Three beeps L ■ Three beeps before ringing before ringing before ringing before ringing

to activate

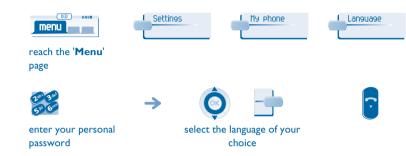
to deactivate



select the default page

7.8 Selecting language

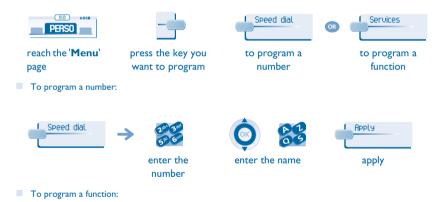




7.9 Program the keys for the Perso page or the add-on module



You can program call numbers and functions for the 'Perso' page keys and the add-on module keys.

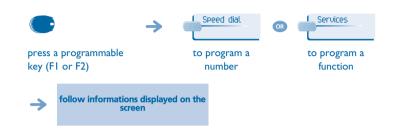


follow informations displayed on the

Other possibilities:



7.10 Programming direct call keys (F1 and F2 keys)



7.11 Programming an appointment reminder



You can define the time of a temporary reminder (one in 24 hours) or a permanent reminder (every day at the same time).



dial the number of the

appointment destination set

The 'Appointment programmed' icon is displayed on the welcome page.

• At the programmed time, your telephone rings:



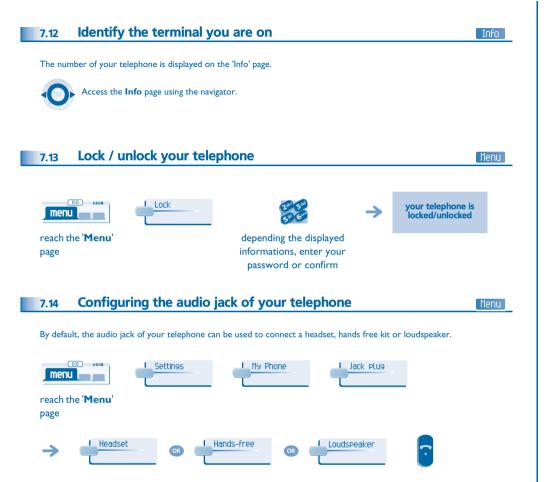


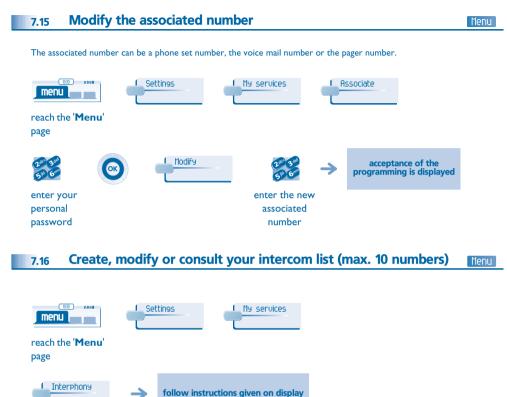
To cancel your reminder request:



reach the 'Menu' page

The 'Appointment programmed' icon disappears from the welcome page.

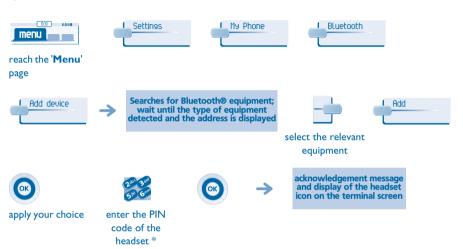




Installing a Bluetooth® Wireless Technology headset (matching) - Alcatel 4068

Menu

Before a Bluetooth® headset can be used, it must be correctly matched to the terminal. Before performing the matching operation, the headset must be in detectable mode*.



^{*} Refer to the user documentation supplied with the headset.

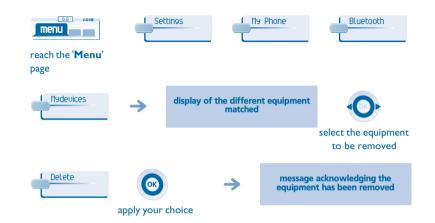
7.17

7.18 Using a Bluetooth® Wireless Technology headset - Alcatel 4068

Refer to the user documentation supplied with the headset.

Removing a Bluetooth® Wireless Technology headset - Alcatel 4068

Menu



Guarantee and clauses

Independently of the legal warranty that covers this appliance, it is guaranteed for I year, parts and labour, counting from the date indicated on your invoice.

The invoice will be demanded if making a claim under the warranty. The warranty does not however apply in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the manufacturer or retailer.

Warning: never place your telephone in contact with water. To clean your telephone, you may however use a damp soft cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Never spray it with cleaning products. Earpiece may retain magnetic objects.

The wording is not contractual and may be subject to change. Some functions of your telephone are controlled by a software key and the configuration of the unit.

Declaration of compliance

EC: We, Alcatel Business Systems, hereby declare that we assume the Alcatel 4038/4039/4068 product to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council. A copy of the original of this declaration of compliance can be obtained from your installer.

Alcatel 4068

This apparatus makes use of a frequency spectrum, which use is not harmonized throughout the countries of the EC. The frequency spectrum may be shared with other applications and its operation is subject to the following two conditions: (I) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. The device is designed and manufactured not to exceed the emission limits for exposure to radio frequency energy in SAR (Specific Absorption Rate) set by the concerned countries (Federal Communications Commission for the United-States) Alcatel Business Systems, in keeping with its policy of constant product improvement for the customer, reserves the right to modify product specifications without prior notice. Copyright © Alcatel Business Systems. 2005. All rights reserved.

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